

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL NO. 2025-SSA-WBA-EPMD for EMERGENCY PREPARED MEALS DISTRIBUTION

For complete information regarding this project, see Request for Proposal (RFP) posted at [Alameda County Contracting Opportunities \[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) or contact the County representative listed below.

Thank you for your interest!

Contact Person: Ramil Rivera, Program Financial Specialist

Phone Number: (510) 268-2441

Email Address: RCRivera@acgov.org

Alameda County Social Services Agency – Finance/Contracts Office

RESPONSE DUE

by

2:00 PM

on **January 22, 2026**

By Mail:

Alameda County Social Services Agency / Contracts Office

RFP No. 2025-SSA-WBA-EPMD

Emergency Prepared Meals Distribution

Attn: Ramil Rivera

1111 Jackson Street, 1st Floor, Suite 103

Oakland, CA 94607

or

Schedule an appointment to drop off your submission

CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 2025-SSA-WBA-EPMD EMERGENCY PREPARED MEALS DISTRIBUTION

EVENT	DATE/LOCATION
RFP Issued	December 17, 2025
Bidders Conference No. 1	<p>December 22, 2025, 10:00 a.m. (PST) Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Join the meeting now Meeting ID: 229 389 681 862 26 Passcode: VD6Bw7ye Download Teams Join on the web</p> <p>Or call in (audio only) +1 415-915-3950,,829044553# United States (Local) (888) 715-8170,,829044553# United States (Toll-free) Phone Conference ID: 829 044 553# Find a local number Learn More</p>
Bidders Conference No. 2	<p>December 23, 2025, 1:00 p.m. (PST) Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Join the meeting now Meeting ID: 262 549 171 136 02 Passcode: Qe2Tv3RC Download Teams Join on the web</p> <p>Or call in (audio only) +1 415-915-3950,,736687463# United States (Local) (888) 715-8170,,736687463# United States (Toll-free) Phone Conference ID: 736 687 463# Find a local number Learn More</p>
Written Questions Due via Email: RCRivera@acgov.org	December 24, 2025 by 2:00 p.m.
Bidders Conferences List of Attendees Issued	January 12, 2026
Addendum Issued [only if necessary to amend RFP]	January 12, 2026
Questions & Answers Issued	January 12, 2026
Response Due 1111 Jackson Street, Suite 103, Oakland, CA 94607	January 22, 2026 by 2:00 p.m.
Evaluation Period	January 22 through February 6, 2026
Notice of Intent to Award Issued	February 13, 2026
Board of Supervisors Consideration Award Date	TBD
Contract Start Date	April 1, 2026

NOTE: All dates are tentative and subject to change.

COUNTY OF ALAMEDA
REQUEST FOR PROPOSAL (RFP) No. 2025-SSA-WBA-EPMD
SPECIFICATIONS, TERMS, AND CONDITIONS
for
Emergency Prepared Meals Distribution

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ATTACHMENT

ATTACHMENT NO. 1 – BID RESPONSE PACKET (separate document)

I. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

Bid	A bidder’s response to this RFP
Bidder	The specific person or entity responding to this RFP
Board	The County of Alameda Board of Supervisors
WBA	Workforce and Benefits Administration
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda.
CSC	County Selection Committee
Federal	United States Federal Government, its departments and/or agencies
FY	Fiscal year
Labor Code	California Labor Code
PO	Purchase Order
Proposal	A bidder’s response to this RFP
RBA	Results-Based Accountability
Response	Bidder’s proposal submitted in reply to RFP
RFP	Request for Proposal; this document, which is the County of Alameda’s request for contractors’/bidders’ proposal to provide the goods and/or services being solicited herein; also referred herein as RFP
ACSSA	Alameda County Social Services Agency
State	State of California, its departments, and/or agencies.

II. STATEMENT OF WORK

A. INTENT

This Request for Proposal (RFP) is to search for qualified vendors for the provision and distribution of the Emergency Prepared Meals Distribution services being requested by the Alameda County Social Services Agency (ACSSA).

The County intends to award a one (1)-year contract to the selected Bidder(s) who meet the services delivery criteria and are most capable of meeting the County's requirements. This is a one-time funding opportunity.

B. SCOPE

ACSSA is seeking proposals from community-based organizations, educational entities, faith-based organizations, nonprofit and for-profit agencies (private and public) that have the expertise and capacity to provide prepared meals distribution and delivery services. Bidders are encouraged to submit collaborative and innovative service delivery proposals that meet the specific purpose of this RFP.

Prepared Meals Distribution and Delivery Services

Prepared meals distribution and delivery activities may include, but are not limited to, meal preparation, meal delivery, grab-and-go meals, mobile or fixed meal distribution sites, and other forms of prepared meal distribution. Bidders should be equipped to provide nutritious hot or cold prepared meals that may include breakfast, lunch, and dinner, as well as condiments and dinnerware for each meal. A list of menu items that can be prepared and provided for meal delivery and preparation is also required, including food options for homebound seniors, youth, and individuals and families with food restrictions, i.e., diabetics/low-glycemic, gluten-free, vegetarian, halal, food allergies, etc. Meals distributed to outdoor settlements should incorporate disposal protocols using sustainable/compostable materials that do not leave behind food and packaging waste. Meals should be distributed in a manner that adheres to public health safety orders and recommendations.

Connections to Additional Food Assistance and Public Benefits Programs

Food distribution activities should seek to connect individuals served with additional resources and public benefits programs, including Women, Infants & Children (WIC) Supplemental Nutrition, free and reduced-price school meals, Meals on Wheels, and other public benefits programs. Partnerships featuring coordinated service delivery models and/or formal referral processes with agencies providing other public benefits information and referral assistance to the general public and to outdoor settlements are especially encouraged to apply.

Resident and Business Outreach

Bidders will be responsible for conducting targeted community outreach for the program to people experiencing food insecurity without access to complete kitchen facilities directly or through partnerships offering additional food assistance and connections to public benefits programs. If applicable, outreach should also be conducted to food providers on how to participate through such networks as local chambers of commerce and restaurant associations. Bidders should incorporate remote communication options for reaching target populations, such as web applications, digital outreach, text messaging, social media, and email and phone communication, whenever possible.

Bidder(s) who are partnering with restaurants to procure prepared meals are also encouraged to partner with restaurants that are participating in the [CalFresh Restaurant Meals Program](#), which allows homeless, elderly, and/or disabled individuals enrolled in CalFresh to purchase prepared meals at participating restaurants with their CalFresh EBT benefits.

County-wide Service Delivery to All Regions

To better facilitate delivery of services to food insecure individuals throughout the County, ACSSA has divided the County into four regions: North, South, East, and Central. Bidders are encouraged to provide more than one site per region in order to accommodate the service delivery of participants residing in that geographical area.

Bidders are encouraged to submit collaborative proposals with partners and/or subcontractors who have the expertise to administer the various service components as stated in this RFP, and to achieve maximum service coverage to most or all regions of the County under one proposal.

Only one (1) bid proposal is required per Bidder. The Bidder must provide all information requested in the Attachment No. 1 - Bid Response Packet. Bidder shall submit a complete proposal for this RFP and Bidder may propose to provide services for any of the four (4) regions outlined in the RFP. If Bidder is proposing to bid on more than one (1) region, Bidder shall clearly list each region and provide details requested for each region separately. Bid proposals will be evaluated and awarded based on the Evaluation Criteria in this RFP, and a Bidder may be awarded more than one (1) region.

Region 1 is comprised of the northern portion of Alameda County and includes Albany, Berkeley, Emeryville, and Piedmont.

Region 2 is comprised of the central portion of Alameda County and includes Oakland, Alameda, San Leandro, and San Lorenzo.

Region 3 is comprised of the southern portion of Alameda County and includes Hayward, Fairview, Union City, Fremont, Newark, and Sunol.

Region 4 is comprised of the eastern portions of Alameda County and includes Castro Valley, Unincorporated cities of Ashland, Cherryland, Livermore, Dublin, and Pleasanton.

The estimated scope of services that will be contracted under each region is approximately 1,400 meals per month per region, or 16,800 meals per year per region, as reflected in the Bid Form. Quantities listed are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied. Bid Forms must provide the cost of services proposed for this estimated number of meals per region.

C. BACKGROUND

In Alameda County, an estimated 1 in 4 individuals face food insecurity at any given time. Many of these households are forced to choose between putting food on the table and meeting other basic needs, such as housing or healthcare. Recent cuts to federal food assistance programs are expected to increase the demand for food assistance resources in Alameda County. The largest cut to food assistance will be made to the CalFresh program, including cuts to who is eligible to receive benefits and the reinstatement of time limits for Able-Bodied Adults Without Dependents (ABAWDs), impacting many Alameda County residents who rely on the CalFresh program. These changes are expected to exacerbate food insecurity in Alameda County, highlighting the urgent need for additional resources. Vulnerable individuals experiencing food insecurity may not have access to food preparation equipment and kitchen resources or the physical abilities necessary to prepare meals. Unhoused individuals and families, seniors, and people with disabilities, are in need of additional prepared meals food assistance and other forms of public benefits support.

In many cases, food distribution services may serve as an entry point to access resources that may substantially impact the quality of life and well-being of needy individuals and families.

D. BIDDER MINIMUM QUALIFICATIONS

Eligible applicants must demonstrate successful experience and specific expertise in:

- a. Bidder must be regularly and continuously engaged in the business of providing licensed and permitted food services for the last two (2) years.
- b. Bidders without this experience may partner with other vendor(s) to submit a single bid as a partnership. Partnering vendors must be regularly and continuously engaged in the business of providing licensed and permitted food services for the last two (2) years. Bidder's experience and any partnering vendor's experience must be clearly stated or demonstrated in the bid response.

- c. All food facilities that will be preparing meals must provide a current copy of the Permit to Operate issued by the appropriate County Environmental Health Department.
- d. Bidder must provide documentation of Official Retail Food Inspection Reports verifying no history of being ordered by the regulating health department in their service area to cease or suspend their food service in the last one (1) year for providing licensed and permitted food services for food safety reasons.
- e. Bidder must provide the following information under the Provider Information tab in the Bid/Budget Form Excel Spreadsheet and submit the following:
 - a. The name of each business (Bidder's/Subcontractor's/Partner's) that will prepare meals for distribution and the business owner's name(s).
 - b. The Health Permit Facility Identification Number and name of the County that has issued an Environmental Health Permit to Operate for the food preparation facility that will be used to prepare meals under this proposal.
 - c. The dates that each business has operated the food facility.
 - d. A current copy of each business' Permit to Operate issued by the appropriate County Environmental Health Department.
 - e. Copies of passing Official Retail Food Inspection Reports from the County Environmental Health Department for every business that will prepare meals for distribution. Alameda County vendors may request past copies of inspection reports from the Alameda County Environmental Health Department: dehwebmain@acgov.org or (510) 567-6700. Inspection reports done by Alameda County within the last year may be retrieved through self-service at this web portal: <http://ehgone.acgov.org/inspection/results/>.
- f. Bidder must possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

E. SPECIFIC REQUIREMENTS

Contractor must be able to complete the following activities and meet the following guidelines:

1. Awards under this contract shall be used to provide new meals to the community and may not be used to fund meals currently being provided by the Bidder.
2. **Prepared Meals Distribution and/or Delivery**
 - a. Contractor must provide prepared meals distribution and delivery activities that may include, but are not limited to, meal preparation, meal delivery, grab-and-go meals, mobile or fixed meal distribution sites, and other forms of prepared meal distribution.
 - b. Contractor must be equipped to provide nutritious hot or cold prepared meals that may include breakfast, lunch, and dinner, as well as condiments and dinnerware for each meal. A list of menu items that can be prepared and provided for meal delivery and preparation is also required, including food options for homebound seniors, youth, and individuals and families with food restrictions, i.e., diabetics/low-glycemic, gluten-free, vegetarian, halal, food allergies, etc.
 - c. Meals must be prepared in a certified and inspected commercial kitchen and in alignment with food safety practices dictated by the Alameda County Environmental Health Department. Food safety practices can be found online at: <https://deh.acgov.org/operations/food-safety.page>.
 - d. Contractor must provide prepared meals that are nutritious and culturally appropriate to the communities being served as guided by the “Cultural Considerations in Nutrition and Food Preparation” provided by California Department of Social Services and can be found online at: https://www.cdss.ca.gov/agedblinddisabled/res/VPTC2/9%20Food%20Nutrition%20and%20Preparation/Cultural_Consider_in_Nutrition_and_Food_Prep.pdf and the “Food-based dietary guidelines” as provided by the Food and Agriculture Organization of the United Nations and can be found online at: <https://www.fao.org/nutrition/education/food-dietary-guidelines/regions/countries/united-states-of-america/en/>. Contractors must provide one-third (1/3) of the Dietary Reference Intakes (DRIs) in compliance with the Dietary Guidelines for Americans and can be found online at: https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf.
 - e. Contractor must provide preparation, packaging and/or delivery of meals to the County of Alameda residents from target populations.
 - (1) Target populations are vulnerable populations residing in the County of Alameda, including but not limited to unhoused individuals and families, seniors, and people with disabilities

without access to complete kitchen facilities or physical abilities necessary to prepare their own meals.

- (2) Proposed services should demonstrate community needs or current service gaps for the target population and identified service areas.
- f. Contractor must provide emergency food distribution and/or delivery services in accordance with California Health and Safety Codes guidelines related to food handling, preparation, storage, and transport at all stages of program operations. The California Health and Safety Codes can be found online at:
<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBHSCodes.aspx>.
- g. Meals distributed to outdoor settlements should incorporate disposal protocols using sustainable/compostable materials that do not leave behind food and packaging waste.
- h. All delivery staff must pass a Department of Justice (DOJ) background check and possess a valid Driver's License prior to making deliveries. DOJ background check information can be found online at:
<https://oag.ca.gov/fingerprints/> and must be submitted to the County upon request.
- i. All food handling employees must have a valid California Food Handler Card on file with Contractor. Contractor must provide verification of employees' food handler cards to the County upon request.
- j. Meals must be prepared in a certified and inspected commercial kitchen and in alignment with food safety practices dictated by the Alameda County Environmental Health Department.
- k. Contractor must serve all individuals in a welcoming and dignified manner.
- l. Contractor must provide a comprehensive service delivery plan for review and approval by the County before beginning work outlined in a Standard Services Agreement, including staff and subcontractor roles; food sourcing, storage, processing, delivery, and client communications plans; schedules; service projections; budgets and outreach/marketing plans and partnerships. Note: Requirements and standards for food delivery only applies to proposed service models that require a food delivery component.

- m. Contractor must abide by the requirements set forth in the following contract Exhibits: HIPAA Business Associate Agreement and Confidentiality – Contract Provisions.
- n. If a Bidder collaborates with any other partners or subcontractors, Bidder must identify all key personnel, subcontractors, partners, proposed partners and/or subcontractors, their qualifications, and the plan to collaborate. Bidder must identify any existing agreements or Memorandum of Understanding (MOU) between the Bidder and proposed partners or subcontractors.

3. Resident and Business Outreach

- a. Contractor must conduct targeted, effective, sensitive, and culturally competent outreach and marketing in partnership with public agencies and community stakeholders to connect target populations to food assistance and public benefits programs.
- b. Contractor must conduct effective outreach and build a network with locally owned businesses, food providers, local chambers of commerce and restaurant associations for participation as partners, clients, suppliers or subcontractors.
- c. Contractor must conduct community outreach to reach target populations by incorporating remote communication options such as web applications, digital outreach, text messaging, social media, and email and phone communication, whenever possible.
- d. Contractor must provide updates to the ACSSA regarding outreach upon request.

4. Leveraging Additional Food Assistance Programs and Resources

- a. Contractor must provide information and referrals for additional resources and food assistance programs, including CalFresh, WIC Supplemental Nutrition, free and reduced-price school meals, Meals on Wheels, the Great Plates Program for seniors, the CalFresh Restaurant Meals Program, and other food assistance programs.
- b. Contractor must partner with public agencies and community stakeholders, as needed, to identify strategic ways to connect target populations to additional food assistance programs and resources through the Contractor's existing service delivery platform and client communications.

- c. Contractor is encouraged to partner with restaurants that are participating in the CalFresh Restaurant Meals Program and to procure prepared meals.

5. **Professional Development and Technical Assistance**

- a. Contractor must provide training and support to any subcontractors to ensure that they consistently meet program deliverables, quality standards and reporting requirements.
- b. Contractor must maintain relevant valid certification or licensing of all staff and all relevant aspects of operations throughout the period of the Standard Services Agreement.

6. **Data Reporting**

- a. Contractor must have the capacity to collect reliable and accurate data as reflected in the Results-Based Accountability (RBA) Performance Measures listed in the Deliverables / Reports section. Contractor must have the capacity to confirm individuals served belong to target population (i.e., through self-attestation or observation of living conditions, i.e., outdoor settlements). Contractor must have the capacity to report on unduplicated counts of individuals served and other County required performance measures and data metrics at intervals required by the County.
- b. Contractor must undergo inspections of services by SSA to ensure compliance with contract requirements and standards.

F. **DELIVERABLES / REPORTS**

- 1. ACSSA has adopted the Results-Based Accountability (RBA) framework to strengthen and increase data collection and improve contract performance. The RBA framework establishes performance measures that will allow SSA to track the positive impact and benefits of services for the target population by focusing on three critical questions: How much work was done? How well was it done?, and Is anyone better off?.
- 2. Contractor(s) shall submit a monthly report detailing their food distribution efforts and activities via the Scorecard reporting system or other method identified by ACSSA by the 10th of the following month (for example: month of May data will be provided in June 10th report).
- 3. Contractor(s) will use Clear Impact Results Scorecard, a cloud-based RBA reporting platform, to enter performance measures and related data. ACSSA will

provide access and training for the Scorecard system. Contractors may also use the County-provided Excel report template as a worksheet to compile data prior to entering it into Scorecard. A link to further information on RBA implementation can be found online at: <http://www.raguide.org/>.

4. Contractor can expect to be asked how they measure whether clients are better off and the quality of the delivered services. Contractor must include unduplicated counts of individuals served. Contractor(s) will be required to show that their work incorporates best or promising practices, or evidence-informed or evidence-based practices. ACSSA will work with Contractor(s) to develop appropriate metrics, indicators and outcome measures.
<http://www.raguide.org/h>

5. Contractor shall follow specific reporting requirements and performance measures based on the RBA Performance measures listed below.

RBA Performance Measures		Target Goal	How to Calculate	Agency Data Source
How Much?	# of prepared meals distributed in the month	TBD	# of prepared meals distributed in the month	Agency procurement and delivery records and receipts
	# of unduplicated individuals provided food in the month	TBD	# of unduplicated individuals provided food in the month	Agency procurement and delivery records
	# of unduplicated households provided food in the month	TBD	# of unduplicated households provided food in the month	Agency procurement, client and delivery records
How Well?	% of monthly goal of meals provided that was met	100%	$\frac{\text{\# of meals provided in the report month}}{\text{Target \# of meals for the report month}}$	Agency procurement records and receipts
	% of monthly goal of unduplicated households served that was met	100%	$\frac{\text{\# of unduplicated households provided food in the report month}}{\text{Target \# of unduplicated households provided food in the month}}$	Agency procurement, client and delivery records
	% of food procured that was wasted or undelivered due to spoilage	< 0.5%	$\frac{\text{\# of meals wasted or undelivered due to spoilage}}{\text{\# of meals prepared}}$	Receipts and central distribution records

RBA Performance Measures		Target Goal	How to Calculate	Agency Data Source
	% vendors providing meals to the program that are Black, Indigenous, and/or People of Color (BIPOC)-owned businesses	>50%	$\frac{\text{\# vendors providing meals to the program that are Black, Indigenous, and/or People of Color-owned}}{\text{\# total vendors providing meals to the program}}$	Vendor attestation
	% vendors providing meals to the program that are women-owned businesses	>50%	$\frac{\text{\# vendors providing meals to the program that are women-owned}}{\text{\# total vendors providing meals to the program}}$	Vendor attestation
	% vendors providing meals to the program that are Black, Indigenous, and/or People of Color (BIPOC)-owned <u>AND</u> women-owned businesses	>25%	$\frac{\text{\# vendors providing meals to the program that are Black, Indigenous, and/or People of Color-owned AND women-owned}}{\text{\# total vendors providing meals to the program}}$	Vendor attestation
Better Off?	% unduplicated individuals served without access to a kitchen to prepare meals	100%	$\frac{\text{\# unduplicated individuals served without access to a kitchen to prepare meals}}{\text{total unduplicated individuals served}}$	Client survey
	% of households served that receive public benefits or self-identify as low-income households	60%	$\frac{\text{\# of unduplicated households that receive public benefits or self-identify as low-income households}}{\text{\# of unduplicated households provided food}}$	Client online sign-up survey and agency procurement, client and delivery records
	Total income gained by vendors providing meals in this program	N/A	Sum of all receipts from payments to vendors to provide food or prepared meals in the month	Agency procurement records
Definitions	<p>Unduplicated individuals/households: The number of unique individuals/households counted within a specified reporting period.</p> <p>Public benefits: This includes unemployment insurance, CalFresh, free/reduced price school breakfast/lunch, SSI/SSDI/Disability, Medi-Cal, CalWORKs, General Assistance (GA), Refugee Assistance, Work-Study or Cal Grant A/B College Financial Aid, etc.</p>			

Above are general performance measures subject to modification once the Bidder is selected and the specific program design and interventions have been identified. ACSSA may request individual client data on the services provided for evaluation and/or quality assurance purposes.

6. Annual Cumulative Year-End Report: The contractor (s) must submit an Annual Cumulative Year-End Report after the contract term ends. This report is due no later than the last business day of the month following the final month of the contract.

G. BIDDERS CONFERENCE(S)

1. The Bidders Conference(s) held on the date(s) specified in the Calendar of Events will be conducted online via Microsoft Teams. Bidders can participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) by clicking on the meeting links provided in the Calendar of Events.
2. To participate via phone for audio access only, a call-in option is available.
3. Information regarding the RFP will be presented during the conference(s). To get the best experience, the County recommends that Bidders who participate remotely use equipment with audio output such as speakers, headsets, or a telephone.
4. Bidders conferences will be held to:
 - a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFP.
 - b. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
 - c. Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification.
 - d. Provide the County with an opportunity to receive feedback regarding the project and RFP.
5. The Bidders Conference(s) Attendees List will be released in a separate document.
6. Written questions submitted via email by the stated deadline will be addressed in a posted RFP Questions and Answers document following the Bidders Conference(s). Should there be a need to amend or revise the RFP, an Addendum will be issued. Any verbal statements, including at any Bidders Conference(s), are not binding. Only the written documents will be binding.

7. Questions regarding these specifications, terms, and conditions are to be submitted in writing via email by 5:00 p.m. on the date specified in the Calendar of Events to:

Ramil Rivera, Program Financial Specialist
RFP No. 2025-SSA-WBA-EPMD
Alameda County Social Services Agency / Contracts Office
E-Mail: RCRivera@acgov.org

8. Attendance at a Bidders Conference is highly recommended, but is not mandatory. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

A. EVALUATION CRITERIA/SELECTION COMMITTEE

1. **Initial Evaluation (Completeness of Response and Debarment and Suspension).** All proposals will first be reviewed to determine if they pass the initial Evaluation Criteria (Section A: Completeness of Response), which are determined on a pass/fail basis.
2. **Evaluation by County Selection Committee.** All proposals that have passed the initial Evaluation Criteria will be evaluated by a County Selection Committee (CSC). The CSC may be composed of County staff and other parties that may have expertise or experience related to transitional shelter services that are being procured. The CSC will score the proposals according to the Evaluation Criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.
3. **Unrealistic Bids.** Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments or unrealistically high or low in cost will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.
4. **Evaluation Criteria Descriptions.** The items listed in the Evaluation Criteria should be considered as minimum requirements. All information contained in a proposal and presented in vendor interviews (if there are interviews) will be considered during the evaluation process and included in scoring within the appropriate Evaluation Criteria.
5. **Evaluation Scores.** Proposals will be evaluated and scored on the zero to five-point scale within each Evaluation Criteria below, with the exception of Reference Checks. Scores for all Evaluation Criteria (see the section below) will then be

added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a higher-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The preliminary score will be based on the total points, with the exception of points allocated to References.

6. **Shortlist Process.** The evaluation process may include a two-stage approach including a preliminary evaluation of the written proposal and preliminary scoring to develop a shortlist of Bidders that will continue to the final stages of the optional vendor interview and reference checks. The preliminary scoring will be based on the total points, excluding any points allocated to references and optional vendor interview. The Bidders receiving the highest preliminary scores may advance to the next evaluation phase. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the shortlist participants; however, the preliminary scores at that time will not be communicated to Bidders.
7. **Reference Checks.** The County reserves the right to conduct reference check(s) on all Bidders who submitted a bid proposal. The CSC will then score the reference check(s), as identified in the Evaluation Criteria below, which will then be included in the final score.
8. **Optional Vendor Interviews.** The County may, in its sole discretion, conduct vendor interviews. Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidders' proposal. Whether or not a shortlist process is used, the score of any evaluation criterion below may be revised or informed based on the vendor interview.
9. **Final Score:** The final maximum score for any procurement is 525 points, including the possible 25 preference points derived from either Certified Small or Certified Emerging local preference (maximum 5% of the final score). Proposals will be ranked by their final scores.
 - a. *Without Vendor Interview.* In procurements where there are no vendor interviews, the score received by the evaluation of the written proposal with the references score added will be the final score.
 - b. *With Vendor Interview.* In procurements where there are vendor interviews, the CSC will consider the interview and may adjust the scores received by the evaluation of the written proposal which, with the reference scores added, will be the final score.
10. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the ACSSA Contracts Office only. Bidders must neither contact nor

lobby the CSC during the evaluation process. Attempts by Bidders to contact and/or influence members of the CSC may result in disqualification of Bidders.

11. **Determining Award.** As a result of this RFP, the County intends to award a contract to the highest-ranked responsible Bidder(s), as determined by the combined weight of the Evaluation Criteria, whose response conforms to the RFP and whose bid presents the greatest value to the County considering all Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the County. The County may award a contract of higher qualitative competence over the lowest priced response.
12. The zero (0) to five (5) point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. If the unmet specification is a mandatory requirement, this score will result in the disqualification of the proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success; however, some objectives may not be met.
3	Average	Acceptable and likely to achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on the interpretation of the proposal by Evaluation Committee members.
4	Above Average / Good	Better than that which is average or expected as the norm. Excellent probability of success in achieving all objectives of the RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, is very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting RFP specifications.

13. The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight Points
A.	<p>Completeness of Response:</p> <p>Responses to this RFP must be complete. Responses must address all the requirements identified within this RFP and all related documents, including any Addenda. Failure to meet the Bidder</p>	Pass/Fail

	Minimum Qualifications may also be considered an incomplete response and may result in the disqualification of the Bidder.	
B.	<p>Debarment and Suspension:</p> <p>Bidders, its principal, and named subcontractors are not identified on the list of federally debarred, suspended, or other excluded parties located at https://sam.gov/content/home.</p>	Pass/Fail
C.	<p>Cost/Cost Efficiency/Fiscal Management and Maximum Impact:</p> <p>Cost evaluation points may be adjusted by considering:</p> <ol style="list-style-type: none"> 1. Reasonableness (i.e., does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives?). (3 points) 2. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided? Is the price affordable to the County, including if costs exceed any budget contained in the RFP?). (3 points) <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 3. Bidder has submitted a detailed program operational budget sufficient to support the proposed activities. (6 points) 4. Proposal successfully describes the fiscal management experience and the fiscal controls that will be used. (3 points) 	15 Points
D.	<p>Maximum Regional Coverage:</p> <p>Proposals will be evaluated considering the RFP specifications and the question below:</p> <ol style="list-style-type: none"> 1. Does the Bidder’s proposal provide services to more than one of the four county regions, whether through direct services or partnerships with other organizations? 	5 Points
E.	<p>Knowledge and Understanding of Target Population’s Needs:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p>	

	<ol style="list-style-type: none"> 1. Does the Bidder’s proposal identify target population(s) that are vulnerable and/or food insecure individuals, and has the Bidder demonstrated the credible need of this population(s) for emergency food distribution services? (5 points) 2. Does the Bidder describe a comprehensive understanding of the target population in relation to providing meal distribution? (5 points) 3. Does the Bidder describe how they will provide effective services that take into consideration the unique characteristics and needs of the target population? (5 points) 	15 Points
<p>E.</p>	<p>Program Design:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Does the Bidder clearly define the specific partnerships with the food suppliers and distribution partners that they will partner with to provide meal distribution? (5 points) 2. Does the Bidder demonstrate a collaborative program design that ensures coordination of services, avoids duplication of services, and effectively utilizes different providers’ strengths that will benefit the target populations? (3 points) 3. Does the Bidder’s partnerships include restaurants that are participating in or have applied to participate in the CalFresh Restaurant Meals Program? (2 points) 4. Does the Bidder describe how they will effectively serve individuals with food restrictions (i.e., diabetics/low-glycemic, gluten-free, vegetarian, halal, food allergies, etc.)? (2 points) 5. Does the proposal have an effective plan in place for implementing health and safety protocols, including food safety, in program operations? (3 points) 	15 Points
<p>F.</p>	<p>Implementation Plan and Schedule:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p>	

	<ol style="list-style-type: none"> 1. Does the proposal provide a detailed description of the Bidder’s implementation plan and timeline? (8 points) 2. Does the implementation plan include a clear description of the number of prepared meals provided per month and throughout the contract term, and per region, and other details regarding the distribution schedule and process that demonstrates appropriate planning for implementation? (7 points) 	15 Points
G.	<p>Relevant Experience: Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Does the Bidder and/or partnering vendor(s) have two (2) or more years of experience providing meal distribution services to the following target population: unhoused individuals and families, seniors, people with disabilities, and other food insecure individuals? (6 points) 2. Does the Bidder demonstrate success of the organization and assigned staff and subcontractors with similar programs or contracts of similar scope and scale? (6 points) 	12 Points
H.	<p>Data Collection Plan and Reporting Capacity: Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Does the proposal include an explanation for how the Bidder will ensure that individuals receiving prepared meals belong to the target population defined in this RFP? (6 points) 2. Does the Bidder include a data collection plan for collecting data and documentation from all partnering vendors and subcontractors? Does the Bidder include a data reporting plan for reporting unduplicated counts of individuals served and other performance measures? (6 points) 3. Does the Bidder have experience providing reliable and accurate data reporting for similar size projects? (6 points) 	18 Points
J.	References	5 Points

	Please refer to Attachment No. 1 - Bid Response Packet for County-provided template	
Subtotal: 100 Weight Points		
Small Local Emerging Business (SLEB) Preference		
K.	SLEB – Certified Small or Certified Emerging Preference	5 Points (5%)
Total: 105 Weight Points		
	Maximum Total Score for the Procurement:	105 weight points x 5 points max score = 525 total score

B. CONTRACT EVALUATION AND ASSESSMENT

1. During the initial 120-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
2. The County reserves the right to determine, at its sole discretion, whether:
 - a. Contractor has complied with all terms of this RFP and the contract; and
 - b. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.
3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor’s performance under any awarded contract and/or Contractor’s goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The Contractor must be responsible for returning County facilities to their original state at no charge to the County. The County will have the right to invite the next qualified Bidder(s) to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so. The County’s right to go to the next qualified Bidder(s) and/or rebid is not limited by the award of a contract or the 120-day period.

C. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP response evaluation process period, all Bidders will be notified in writing by e-mail of the contract award recommendation, if any, by

ACSSA. The document providing this notification is the Notice of Intent to Award/Non-Award.

The Notice of Intent to Award/Non-Award will provide the following information:

- a. The name(s) of the Bidder(s) being recommended for contract award; and
 - b. The names of all other parties that submitted proposals.
2. The submitted proposals will be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

D. BID PROTEST/APPEALS PROCESS

ACSSA prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidder wishes to protest the bid process or appeal the intent to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any bid protest must be submitted in writing by 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award, not the date received by the Bidder. The bid protest must be submitted to the office that has been designated for review of protests for this procurement (the Protest Evaluator). For this procurement, the Protest Evaluator is the ACSSA Financial Services Director.
2. Bid protests must be submitted in writing and addressed to the ACSSA Financial Services Director in the letter.
3. The mailing address for submitting a Bid protest is:

Alameda County Social Services Agency / Contracts Office
Bid Protest
Attn: Ramil Rivera
1111 Jackson Street, 1st Floor, Suite 103
Oakland, CA 94607
4. A bid protest received after 5:00 p.m. is considered received as of the next calendar day. A protest received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award will not be considered under any circumstances by the ACSSA Financial Services Director or their designee.

5. Generally, the County will promptly send an email acknowledging receipt of the protest; it is the responsibility of the protestor to confirm that the protest was timely received.
 - a. The bid protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, and telephone number of the person representing the protesting party.
 - d. The ACSSA Contracts Office will send a notification to Bidders if a protest is received.

6. The ACSSA Financial Services Director, or their designee, will review and evaluate the protest and issue a written decision. The ACSSA Financial Services Director, may, at their discretion, do any of the following: investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest must be final prior to the Board hearing.

A notification of the decision will be communicated by e-mail to the protestor. Notification will be provided to Bidders when a decision has been made on the protest and whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award/Non-Award will stand.

7. The decision on the bid protest by the ACSSA Financial Services Director may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA, 94612, Email: OCCR@acgov.org, unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose Bid is the subject of the protest, all Bidders affected by the ACSSA Financial Services Director's decision on the protest, and the protestor have the right to appeal if they feel the ACSSA Financial Services Director's decision is incorrect. All appeals to the Auditor-Controller's OCCR must be in writing and submitted within SEVEN (7) calendar days following the issuance of the decision, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the calendar day. An appeal received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the decision by the ACSSA Financial Services

Director will not be considered under any circumstances by the Auditor-Controller OCCR or their designee.

- a. The appeal must specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR must be limited to a review of the procurement process to determine if the contracting department materially erred in following the Bid or, if applicable, County contracting policies or other laws and regulations.
 - c. The appeal to the OCCR must be limited to the grounds raised in the original protest and the decision by the ACSSA Financial Services Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
 - d. The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
 - e. The finding of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the finding of the Auditor-Controller's OCCR will be furnished to the protestor.
 - f. The finding on the appeal must be issued before a recommendation to award the contract is considered and contract awarded by the Board of Supervisors.
8. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. A Bidder's failure to timely complete both the bid protest and appeal procedures will be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, will constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

E. TERM/TERMINATION/RENEWAL

1. The contract term, which may be awarded pursuant to this RFP, will be one (1) year.

2. The County has and reserves the right to suspend, terminate, or abandon the execution of any work, services, and/or providing of goods by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate, or suspend the Contractor's work, services, and/or providing of goods, the Contractor will be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time without written notice upon a material breach of contract and substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination with or without cause, the County reserves the right to invite the next highest ranked Bidder to enter into a contract or re-bid the project if it is determined to be in its best interest to do so.

F. PRICING

1. All pricing as quoted will not increase, but except as noted below, remain fixed and firm for the term of any contract that may be awarded as a result of this RFP.
2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such a lower price will be extended to the County.
3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
4. Taxes and freight charges:
 - a. All prices are to be Freight On Board (F.O.B.) destination. Any freight/delivery charges are to be included in the bid price.
 - b. The County is soliciting a total price for this project. The price(s) quoted must be the total cost the County will pay for this project, including all taxes (excluding Sales and Use taxes) and all other charges.
 - c. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by the County, will be paid by the County unless expressly included and itemized in the bid proposal.
 - d. Amount paid for the transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County as such papers may be accepted by the carrier as proof of the exempt character of the shipment.

- e. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. If applicable, and upon request, the County will furnish an exemption certificate.
5. All prices quoted must be in United States dollars.
6. Price quotes must include any and all payment incentives available to the County.
7. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
8. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

G. AWARD

1. Most Responsive and Responsible Bidder(s)
 - a. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions
 - b. Awards may also be made to the subsequent highest ranked Bidder(s) who will be called in order should the County need to contract with another Bidder(s).
 - c. An award will be recommended for the Bidder(s) that submitted the proposal(s) that best serves the overall interests of the County by attaining the highest overall point score. The award may not necessarily be made to the Bidder(s) with the lowest price.
2. Small Local Emerging Business (SLEB) Program
 - a. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.
 - b. As a result of the County's commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

- (1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)
[<http://acgov.org/auditor/sleb/overview.htm>]; and
 - (2) [Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)
[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
- c. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): NAICS 624210 - Community Food Services.
 - d. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
 - e. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
 - f. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.
 - g. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference
3. County Rights
- a. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity will be made solely at the discretion of the County.
 - b. Any bid proposals that contain false or misleading information may be disqualified by the County.
 - c. The County reserves the right to award to a single or multiple Contractors.
 - d. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if

it determines that additional Contractors are needed to supplement goods and/or services being provided.

- e. The County has the right to decline to award this contract or any part thereof for any reason.

4. Procedures

- a. Board approval to award a contract is required.
- b. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
- c. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the Exceptions and Clarifications form in Attachment No. 1 - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

[Alameda County Standard Services Agreement Template](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)

[\[https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP\]](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)

- d. The RFP specifications, terms, and conditions, Exhibits, RFP Addenda, and Bidder's proposal may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

H. **METHOD OF ORDERING**

1. A written Purchase Order (PO) will be issued after a signed Standard Services Agreement and Board approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. Payment cannot be made to any Contractor until a PO is issued.
2. POs and payments for goods and/or services will be issued only in the name of Contractor, as identified on the contract.
3. The contractor must adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
4. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.
5. Written PO will be issued upon approval of written itemized quotations received from the Contractor.

6. Individual order price quotations must be provided upon request per project. They must include, but not be limited to, an identifying (quotation) number, date, requestor name, and phone number, ship-to location, itemization of products and/or services with complete description (including model numbers, fabric and finish grade, description, color, etc.) and price per item and a summary of the total cost for the product, services, shipping, and tax.

I. INVOICING

1. Contractor must invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.
2. County will use reasonable efforts to make payment within 30 days following receipt and review of invoice and complete satisfactory receipt of goods and/or performance of services.
3. County will notify the Contractor of any adjustments or corrections that must be made to receive payment on an invoice.
4. ACSSA Finance Department has established a centralized Payments Unit. All invoices must be submitted to ACSSA Finance Payables Unit through the CATS vendor portal: <https://alamedacounty.agiloft.com/logins/alamedacounty-login.htm>.

This unit will be your point of contact for all payment and invoicing matters.

Invoices must contain the following elements:

- a. Must be on company letterhead that includes name, address, and contact information.
- b. For Community Based Organizations, must be signed by the head of the organization, i.e., Executive Director, CEO, etc.
- c. Document must contain the title Invoice.
- d. The date of the invoice.
- e. A description of services.
- f. The date range for services provided.
- g. If needed, itemization of any sales tax and delivery/postage charges.
- h. The Purchase Order (PO) number provided by the County.

- i. The total amount owed.
 - j. Remittance instructions/address.
 - k. A cc indication at the bottom of the invoice with names of people who received courtesy copies.
 - l. The CEO or Executive Director must be included in the cc.
 - m. All data as required by your contract.
- 5. Contractor shall invoice the County monthly, due by the 10th business day of the following month for actual costs incurred.
 - 6. Failure to submit required reports can delay the processing of invoices for reimbursement.
 - 7. Contractor must utilize a standardized invoice format upon request.
 - 8. Invoices must be issued by, and payments made to, the Contractor who is awarded a contract.
 - 9. The County will pay the Contractor, after receipt and approval of an invoice, monthly or as agreed upon, not to exceed the total contract amount. The County will not pay for goods and/or services in advance.
 - 10. In the event the Contractor's performance and/or deliverable goods have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and/or deliverable goods are deemed satisfactory.

J. ACCOUNT MANAGER / SUPPORT STAFF

- 1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this RFP and any contract which may arise pursuant to this RFP.
- 2. Contractor must also provide adequate, competent support staff that will be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this RFP. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.

3. Contractor must provide a dedicated, competent account manager who will be responsible for the County account/contract and receive all orders. Contractor account manager must be familiar with County requirements and standards and work with SSA/WBA to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

IV. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACTS

1. ACSSA Contracts Office is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through ACSSA Contracts Office only. Any communication regarding this RFP with other County personnel may result in disqualification.
2. The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded.
3. Contact Information for this RFP:

Ramil Rivera, Program Financial Specialist
Alameda County Social Services Agency / Contracts Office
1111 Jackson Street, 1st Floor, Suite 103
Oakland, CA 94607
E-Mail: RCRivera@acgov.org
Phone: 510-268-2441

4. The GSA Contracting Opportunities website will be the official notification posting place of all bid documents related to this RFP. Each Bidder is responsible for checking the website for any Addenda and other notices related to this RFP. Go to [Alameda County Contracting Opportunities \[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) to view the posting for this RFP and other current contracting opportunities.

B. SUBMITTAL OF PROPOSALS

1. Document Submittal - Bid Response Preparation and Format
 - a. All bids must be SEALED and must be received at the ACSSA Contracts Office by 2:00 p.m. on the due date specified in the Calendar of Events. The County strongly recommends early submission of bids.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED.

- b. No bids submitted via email will be considered.
- c. For hand delivery of bids, please email Ramil Rivera at RCRivera@acgov.org or call 510-268-2441 to make an appointment for your bid drop-off.
- d. IF HAND DELIVERING BIDS, PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.
- e. All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time deadline indicated in the Calendar Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.
- f. The ACSSA Contracts Office timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.
- g. Bids are to be addressed and delivered as follows:

Alameda County Social Services Agency / Contracts Office
RFP No. 2025-SSA-WBA-EPMD (Emergency Prepared Meals)
Attn: Ramil Rivera
1111 Jackson Street, 1st Floor, Suite 103
Oakland, CA 94607

Bidder's name, address, and the RFP number and title must appear on the mailing package.
- i. Bidders are to submit one (1) original hardcopy bid (Attachment No. 1 – Bid Response Packet, including additional required documentation), **with original ink signatures or electronic signatures via DocuSign**. All hard copy submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (NOT bound). It is preferred that all proposals submitted shall be printed and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.
- h. Bidders must also submit an electronic copy of their proposal. The electronic copy must be in a single PDF file (PDF with Optical Character Recognition preferred), preferably a single file of 20 MB or less, and must be an exact scanned image of the original hard copy of Attachment No. 1 –

Bid Response Packet, including additional required documentation. The PDF file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

- i. The submitted proposal must conform to and include Attachment No. 1 – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Attachment No. 1 – Bid Response Packet, as revised and published through Addenda, is not used.**
- j. In whole or in part, proposal responses are NOT to be marked confidential or proprietary. The County may refuse to consider any proposal or part thereof so marked. Bid proposals submitted in response to this RFP may be subject to public disclosure, even if marked confidential or proprietary. The County will not be liable in any way for disclosure of any such records. Please refer to the County’s website at [Alameda County Proprietary and Confidential Information Policies \[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/).
- k. For the proposals to be considered complete, the Bidder **must** provide responses to all information requested in Attachment No. 1 – Bid Response Packet, as revised by any Addenda.
- l. Bidders **must** submit pricing on the County provided budget template, Excel Spreadsheet, or Bid/Budget Form(s).

2. Submissions Processes

- a. All costs required for the preparation and submission of a proposal must be borne by the Bidder.
- b. Only one bid proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” will mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state’s Corporations Code or an equivalent statute.
- c. The final award information will be posted on the County’s “Contracting Opportunities” website.
- d. The County reserves the right to reject any proposal.

- e. All bid proposals must remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.

3. Legal Requirements

- a. “In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder”. (California Government Code Section 4552).
- b. By submitting a bid proposal, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
- c. The Bidder, by submitting a proposal, certifies that it is, at the time of bidding, and will be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the RFP and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFP and contract documents.
- d. The Bidder, by submitting a proposal, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

ATTACHMENT NO. 1
BID RESPONSE PACKET (separate document)

